

Sample Scoring Grid

Job Title:	
Date of Interviews:	
Candidate:	

Each member of the panel should make notes (on a separate sheet) and score each candidate. Scores should then be added up and used when making a decision.

The panel should also decide which questions will be asked by each member of the panel.

Scoring – Candidate's answers should be scored as follows:

0	No answer given or answer completely irrelevant. No examples given.	2	Some points covered, not all relevant. Some examples given.	4	Good answer. Relevant information. All or most points covered. Good examples.
1	A few good points but main issues missing. No examples/irrelevant examples given	3	Some points covered. Relevant information given. Some examples given.	5	Perfect answer. All points addressed. All points relevant. Good examples.

Weighting – questions can be weighted **1 (low importance)** or **2 (high importance)** to reflect their overall importance to the position.

The Interview				
Introductions				
Competency Area Assessed	Related question(s)	Weight (1-2)	Score (0-5)	Total
E.g. Teamwork, flexibility, leadership, risk taking, resilience				

Total score (questions)				

Questions should be answered using the STAR method

- Situation – Task – Action – Result and scoring attributed on the basis of the strength of the answer and examples provided.

- How much notice do they have to give?
- When can they start?
- Holiday?

Now give the candidate an opportunity to ask any questions that they might have and answer them.

Ending the interview:

- Thank the candidate for attending the interview.
- Let them know what happens next i.e. when you will be making your decision and how you will be letting them know the results (candidates who have attended
- The interviewee should be made aware of your decision either way.